



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Tuesday, June 26, 2012
<b>POSITION TITLE:</b>	Superintendent of Correctional Education, Division of Rehabilitative Programs	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	06222012_1

### POSITION DESCRIPTION

Under administrative direction from the Deputy Director, Division of Rehabilitative Programs, the Superintendent of Correctional Education administers the Department's education services to adult offenders; provides statewide leadership for education programs and personnel in the adult correctional system; ensures all education services are appropriate and consistent with best practices in adult education; participates with legislators and their staff in crafting public policy relating to education for adult offenders; initiates and participates in efforts to obtain and sustain partnerships with various entities who contribute to the educational delivery system of adult offenders, including executives and administrators of private foundations, administrators, professors of the state college and university systems, administrators and staff of other state departments, the Legislature, and advocacy groups; ensures rigorous standards are met to keep the Western Association of Schools and Colleges accreditation; and directs the development of departmental policies and programs that are the basis for continuous service delivery.

Duties include, but are not limited to:

- Plans and directs the development of statewide policies for the delivery of education services to adult offenders in accordance with contemporary research/literature on educating incarcerated adult students and statutory and public policy requirements; collaborates with program Deputy Directors in the construction of policies and design of service delivery systems which afford students optimum opportunities to further their educational development; obtains and evaluates policies and systems of other state and federal jurisdictions and directs the incorporation of those which optimize the Department's education for adult offenders; assists legislators, their staff, and other policy makers in developing legislation; directs the development of evaluation design and participates in on-site evaluations of the Department's education programs at adult schools, camps, and parole offices; and conducts evaluations of conditions of confinement to ensure that education services are delivered in the least restrictive environment.

- Provides administrative direction in the design and implementation of policies related to education delivery systems and instructional activities; provides direction on methods and strategies for educating the disadvantaged learner; provides direction and facilitates preparation of the education budget; oversees all education staff personnel actions; and conducts site evaluations of education programs on living units and classrooms to determine compliance with law, policy, and consent decree stipulations.
- Participates with the Deputy Director, Division of Rehabilitative Programs, and other members of the Division's executive management team in developing policies and solutions for providing education and adult rehabilitative programming to students in confined settings and articulates legal decisions which affect the Division's obligation to provide services and provides direction in the development of policies and directives to implement executive management decisions.
- Consults with and acts as the Department's liaison to executives/administrators of local jurisdictions, private foundations, college and university deans, professors, the Governor's Office, legislative staff, and advocacy and other special interest groups in developing and implementing services and systems which reflect the intent of the Governor, federal, and state legislative bodies, and court decisions.
- Maintains appropriate channels of communication within the Department and ensures that staff is informed about relevant laws, policies, regulations, and procedures, and matters related to the improvement and welfare of the Department.
- Makes decisions on various administrative matters of staff discipline, investigations, lawsuits, mediations, and evaluations conducted by other agencies; directs the development of information to respond to the Governor's Office, California Departments of Finance and Education, State Legislature, federal compliance agencies, and advocacy groups; participates in meetings with representatives from outside entities to address issues of concern and compliance; and conducts evaluations of classrooms, security programs, and specialized treatment programs, eliciting student contributions and participation in a variety of programs and services.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in

Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **DESIRABLE QUALIFICATION(S)**

1. Experience in educational services programs for adult offenders and knowledge of contemporary research and literature as it applies to the education of incarcerated adults.
2. Experience evaluating the educational policies and systems of other state and federal jurisdictions and applying proven methods in the establishment of effective education programs for adult offenders.
3. Ability to perform major policy influencing functions effectively and contribute to the design and implementation of educational strategies for a large department.
4. Experience in the construction and design of educational service delivery systems enabling further student educational development.
5. Administrative experience in a managerial capacity with responsibility for the education budget of a large organization; in the development, implementation, and evaluation of educational programs and policies; and in staff development and team building.
6. Demonstrated ability in planning, organizing, and directing a large educational program, and ensuring successful functionality with stakeholders.
7. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Superintendent of Correctional Education, Division of Rehabilitative Programs**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

## FILING INSTRUCTIONS

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted to Jasmin Williams, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 100-S, Sacramento, California.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length, and 12-point font.
- Resumes do not take the place of the Statement of Qualifications.
- The desirable qualifications **MUST** be addressed and numbered in the same order as is listed. You must provide specific examples.
- **FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ELIMINATION FROM THE EXAMINATION. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:  
[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

### **Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments

1515 S Street, Room 100-S, Sacramento, CA 95811

Jasmin Williams | 916-445-9287 | [jasmin.williams@cdcr.ca.gov](mailto:jasmin.williams@cdcr.ca.gov)

### **ADDITIONAL INFORMATION**

\*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)